



WUGU NYAMBIL  
"Holding onto work"

### **General Manager**

Wugu Nyambil (Holding onto Work) is a recently established employment service based in Yarrabah. The crucial role of the **General Manager** will report to a Board of Directors and will be required to provide senior leadership support to the organisation, will have corporate governance responsibilities, manage financial processes, oversee HR duties, deal with key community stakeholders, develop strong business contacts, work with funding bodies and ensure performance and contractual management levels are operating at high standards.

The successful applicant will need to have skills in the following areas:

- Proven demonstrated skills in senior leadership roles
- Qualifications in Business Management or similar
- Strong working knowledge of Employment Services, Community Services and/or Government funded programs
- High level reporting ability and communication skills
- Well developed financial literacy skills including budget forecasting, acquittals and reporting
- Understand corporate governance protocols and processes
- Ability to build networks with Yarrabah stakeholders and broker external relationships that will support the program.
- Skills in legislative requirements that will include Workplace Health and Safety, Human Resources, Quality Assurance, Equal Employment Opportunity, Anti-Discrimination etc
- Detailed experience working within Indigenous communities and a strong understanding of indigenous cultural protocols

*This position will be based within the Yarrabah community*

To apply for this role, please e-mail Rob Friskin on [r.friskin@wugunyambil.com.au](mailto:r.friskin@wugunyambil.com.au) for a copy of the PD and the selection process. For further information, you can also contact Rob Friskin 4056 0500 or visit the Wugu Nyambil office at Noble Drive, Yarrabah.

Applications close on Friday 22<sup>nd</sup> March 2019

---

### **Economic Development Officer**

Wugu Nyambil (Holding onto Work) is a recently established employment service based in Yarrabah. A position for an **Economic Development Officer** has become available to identify and create business or employment opportunities within community utilising both local and external resources.

A key priority will also be to drive the implementation of the Yarrabah Economic Development Plan and deliver key components such as the creation of the Yarrabah Chamber of Commerce.

The successful applicant will need to have skills in the following areas:

- Proven work history with business and enterprise development
- Ability to build strong connections with local enterprises, peak bodies, government and Council
- Highly developed financial literacy skills with the ability to translate to others
- Previous experience in developing business, operational and/or strategic plans
- Skilled in sourcing and writing funding, grant applications, tenders and/or other submissions
- Experience in the implementation and growth of start up businesses

This challenging but rewarding position will be funded initially for a period of 12 months in duration.

*This position will be based within the Yarrabah community*

To apply for this role, please e-mail Rob Friskin on [r.friskin@wugunyambil.com.au](mailto:r.friskin@wugunyambil.com.au) for a copy of the PD and the selection process. For further information, you can also contact Rob Friskin 4056 0500 or visit the Wugu Nyambil office at Noble Drive, Yarrabah.

Applications close on Friday 22nd March 2019

---

### **Personal Coach (Social Worker)**

Wugu Nyambil (Holding onto Work) is a recently established employment service based in Yarrabah. The role of Personal Coach was developed to address the various social barriers that can affect participants in our program and limit their opportunity to seek or maintain employment.

To be successful in this role, we are seeking an individual that has:

- Experience and/or qualifications in Social Work or Counselling
- Strong interpersonal skills and understand the barriers that may affect the client cohort
- Well developed local networks with community stakeholders such as medical services
- Ability to develop individual support plans and provide the necessary support to undertake those tasks
- Understanding of employment and community services or other government funded programs
- Capability to coordinate products and services from community programs, make connections to build trust and rapport with participants and stakeholders.

*This position will be based within the Yarrabah community*

To apply for this role, please e-mail Rob Friskin on [r.friskin@wugunyambil.com.au](mailto:r.friskin@wugunyambil.com.au) for a copy of the PD and the selection process. For further information, you can also contact Rob Friskin 4056 0500 or visit the Wugu Nyambil office at Noble Drive, Yarrabah.

Applications close on Friday 22<sup>nd</sup> March 2019

---